



County of Los Angeles
CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

January 31, 2012

13 February 7, 2012

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

Dear Supervisors:

**COUNTYWIDE CLASSIFICATION ACTIONS
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and departmental staffing provisions by deleting non-represented classifications, by changing the title of a classification, and by reclassifying positions in various County departments.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending

- Title 5 – Personnel, of the County Code to reflect classification deletions;
- Title 6 – Salaries, of the County Code to delete 20 non-represented classifications, to change the title of one (1) non-represented classification, and to reclassify 60 positions to implement results of classification studies in the departments of Children and Family Services, Community and Senior Services, Health Services, Internal Services, Mental Health, Public Health, Public Works, Registrar-Recorder/County Clerk, and Sheriff.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

These recommendations will ensure the proper classification of positions based upon the duties and responsibilities assigned to these jobs (Attachment B). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward, and laterally are consistent with the class concepts of the proposed classifications.

We are recommending these actions based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations and can reduce the number of costly personnel-related problems.

Deletion of Non-Represented Classifications

In conjunction with our Human Resources Transformation Strategic Initiative Project to reduce classifications, we are recommending the deletion of 20 non-represented classifications (Attachment A). As part of our standard process we have obtained concurrence from department-users to delete these obsolete classifications, which have been vacant for a significant amount of time. In addition, any compensation provisions that identify any of the classes up for deletion will be amended accordingly.

Title Change

We are recommending a title change for Member, County Commission on Alcoholism (Attachment A). The proposed new title, Member, Commission on Alcohol and Other Drugs, is a more general title that reflects the consolidation of the Commission on Alcoholism and the Narcotics and Dangerous Drugs Commission to form the Commission on Alcohol and Other Drugs as approved by your Board on January 26, 2010. In addition, this title is referenced in a separate compensation provision that will be amended accordingly.

Reclassifications

Based upon individual position studies conducted at the request of nine (9) departments, we are recommending that 60 positions be reclassified (Attachment B). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified at the recommended levels.

Implementation of Strategic Plan Goals

Your Board's approval of the accompanying ordinance will further the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County. These recommendations are in line with the Human Resources Transformation Strategic Initiative Project, which includes the deletion of specialized classes in an effort to streamline the classification system.

FISCAL IMPACT/FINANCING

The projected budgeted annual costs for the 60 positions that will be reclassified is estimated to total \$156,047 (all funds). Net County cost is estimated to be \$58,694. Cost increases associated with the upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate notifications have been made to the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

The Honorable Board of Supervisors
January 31, 2012
Page 4

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper compensation of positions.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:BC:EFS
SJM:AE:CS:ra

Attachments (2)

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Human Resources
Affected Departments

n:\board letters and ordinances\2012\word chron\01-31-12 general reclass board letter.doc

ATTACHMENT A**NON-REPRESENTED CLASSES RECOMMENDED FOR DELETION**

| Item No. | Title |
|-----------------|---|
| 1006 | Administrative Deputy, County Counsel |
| 9214 | Administrator, Justice Programs, Mental Health |
| 1032 | Assistant Chief, Mapping and Property Management, Public Works |
| 6631 | Assistant Head, Maintenance and Repair Services |
| 8436 | Associate Curator, Museum of Art |
| 8469 | Associate Registrar, Museum of Art |
| 9448 | Career Development Participant |
| 4717 | Chief, Contracts and Grants, Mental Health |
| 1683 | Chief Deputy, Affirmative Action Compliance Officer (UC) |
| 2566 | Chief Information Security Officer |
| 8466 | Chief Registrar, Museum of Art |
| 4710 | Deputy Director, Child and Youth Services, Mental Health |
| 4712 | Deputy Director, Mental Health |
| 1057 | Head, Administrative and Facilities Services, Museum of Natural History |
| 8674 | Head Investigator, Pretrial Services, Probation |
| 1072 | Head, Personnel and Special Services, County Counsel |
| 8630 | Head Transportation Deputy, Probation |
| 6821 | Manager, Facilities Operations, ISD |
| 5423 | Supervising Physician, M.D., Emergency Room |
| 0883 | Supervising Systems and Work Measurement Analyst II |

NON-REPRESENTED CLASS RECOMMENDED FOR TITLE CHANGE

| Item No. | Current Title | New Title |
|-----------------|---|---|
| 9407 | Member, County Commission on Alcoholism | Member, Commission on Alcohol and Other Drugs |

ATTACHMENT B**CHILDREN AND FAMILY SERVICES**

| Number of Positions | Present Classification and Salary | Classification Findings and Salary |
|----------------------------|---|---|
| 1 | Administrative Services Manager II Item No. 1003A NM 96C Non-Represented | Administrative Services Manager III Item No. 1004A NM 106B Non-Represented |
| 1 | Supervising Children's Social Worker Item No. 9074A N3R 90L Represented | Children Services Administrator I Item No. 9086A 98F Non-Represented |

The subject Administrative Services Manager II position reports to a budgeted Administrative Deputy III and is assigned to direct the Internal Controls Section and the newly created Office of Management Services. The Internal Controls Section is responsible for assisting all bureaus to comply with programmatic and fiscal policies and guidelines, and identifying, developing, and allocating resources, including revenue sources. The Office of Management Services provides management support to all of the bureaus, including those directly involved with children's services programs. The position supervises a staff of 16, including a Children Services Administrator II and an Administrative Services Manager II.

The assigned duties are consistent with the classification standards for Administrative Services Manager III. By definition, this class directs a section composed of multiple units responsible for providing administrative services which directly impact the administration of major departmental programs and administrative operations. Therefore, we recommend upward reclassification to Administrative Services Manager III.

The subject Supervising Children's Social Worker position reports to a budgeted Assistant Regional Administrator and is assigned to oversee the Runaway Outreach Unit/Program for Service Bureau 2. The Unit provides reports to the Board of Supervisors on the location, movements, and child death cases of the DCFS runaway risk population.

The assigned duties are consistent with the classification standards for Children Services Administrator I. By definition, this class assists in the implementation of adoption, foster care, protective services, specialized programs and administrative support services. Therefore, we recommend upward reclassification to Children Services Administrator I.

COMMUNITY AND SENIOR SERVICES

| Number of Positions | Present Classification and Salary | Classification Findings and Salary |
|----------------------------|--|---|
| 2 | Senior Human Relations Consultant Item No. 8123A NM 88C Represented | Human Services Administrator I Item No. 8021A NM 93C Non-Represented |

The subject Senior Human Relations Consultant positions report directly to the budgeted Program Manager, Community Services and are assigned to oversee the Public Safety/Gang Violence Prevention/Crisis Response Unit and Youth Programs Unit. Positions supervise the staff of their respective units, as well as oversee the development and promotion of human relations programs.

The assigned duties are consistent with the classification standards for Human Services Administrator I. By definition, this class typically supervises a social service program unit and the research, analysis, and implementation of changes in policies and procedures to improve operational effectiveness and efficiency. Therefore, we recommend upward reclassification to Human Services Administrator I.

**HEALTH SERVICES – METROCARE NETWORK – MARTIN LUTHER KING, JR.
MULTI-SERVICE AMBULATORY CARE CENTER**

| Number of Positions | Present Classification and Salary | Classification Findings and Salary |
|----------------------------|---|---|
| 1 | Information Systems Analyst II Item No. 2591A NM 92B Represented | Digital Systems Technician Item No. 6527A F \$6,094.04 Represented |

This is a follow-up action to the recent study and updating of various electronic technician class specifications. The subject Information Systems Analyst II position is responsible for installing, testing, configuring, and maintaining digital key switch telephone systems, troubleshooting telephone system issues, and installing and re-routing telephone and data cable wiring and jacks.

The assigned duties of this position are more consistent with the classification standards for the Digital Systems Technician. By definition, this class requires the exercise of knowledge of the protocols, procedures, techniques, and equipment used to install, configure, test, maintain, and repair telephone and Internet based digital communications systems, private branch exchange (PBX) and key switching systems, and related equipment; or, network telecommunications circuits, and data communications equipment such as modems, channel banks, multiplexers, and digital repeaters. Therefore, we recommend downward reclassification to Digital Systems Technician.

INTERNAL SERVICES DEPARTMENT

| Number of Positions | Present Classification and Salary | Classification Findings and Salary |
|----------------------------|--|--|
| 2 | Electronics Communications Technician Item No. 6541A F \$6,094.04 Represented | Audio, Video, and Security Systems Technician Item No. 6547A F \$6,094.04 Non-Represented |

This is a follow-up action to the recent study and updating of various electronic technician class specifications. The subject Electronics Communications Technician positions install, configure, test, maintain, and repair audio, video and security systems, and related equipment.

The assigned duties are consistent with the classification standards for Audio, Video, and Security Systems Technician. By definition, this class requires the exercise of knowledge of the protocols, procedures, techniques and equipment used to install, configure, test, maintain and repair audio, video and security systems, and related equipment used for public address, audio and video intercommunications, closed-circuit television (CCTV), access control, intrusion detection, building life and safety monitoring, and audio and video teleconferencing. Therefore, we recommend lateral reclassification to Audio, Video, and Security Systems Technician.

MENTAL HEALTH

| Number of Positions | Present Classification and Salary | Classification Findings and Salary |
|-------------------------------|---|---|
| Human Resources Bureau | | |
| 1 | Administrative Services Manager II Item No. 1003A NM 96C Non-Represented | Administrative Services Manager III Item No. 1004A NM 106B Non-Represented |
| 1 | Senior Secretary III Item No. 2102A NM 79K Non-Represented | 1- Intermediate Typist-Clerk Item No. 2214A NMV 62K Represented |

The subject Administrative Services Manager II position reports to a budgeted Departmental Human Resources Manager III and is assigned to direct four units within the Human Resources Management Branch: the Administration Unit, Payroll Unit, Processing Unit, and Training Unit. The position supervises four subordinate supervisors, including two Administrative Services Manager II items.

The assigned duties are consistent with the classification standards for Administrative Services Manager III. By definition, this class directs a section composed of multiple units responsible for providing administrative services, which directly impact the administration of major departmental programs and administrative operations. Therefore, we recommend upward reclassification to Administrative Services Manager III.

The Senior Secretary III position is located in the department's Human Resources Bureau, Training Unit, and reports to an Administrative Services Manager II. The position is responsible for specialized clerical work including scheduling conference rooms, setting up audio-visual equipment, and entering data utilizing various computer programs.

The assigned duties are consistent with the classification standards for Intermediate Typist-Clerk. By definition, this class performs skilled typing work and specialized clerical duties. In addition, Administrative Services Manager II positions are not typically allocated secretarial support. Therefore, we recommend downward reclassification to Intermediate Typist-Clerk.

MENTAL HEALTH (cont'd)

| Number of Positions | Present Classification and Salary | Classification Findings and Salary |
|---|---|---|
| Augustus F. Hawkins/Information Systems/Data Entry | | |
| 3 | Intermediate Typist-Clerk Item No. 2214A NMV 62K Represented | Senior Typist-Clerk Item No. 2216A NMV 67D Represented |
| 2 | Medical Record Technician II Item No. 1401A NM 70G Represented | 1- Medical Records Supervisor II Item No. 1390A NM 74J Represented 1- Senior Typist-Clerk Item No. 2216A NMV 67D Represented |

The Intermediate Typist-Clerk positions report to a budgeted Medical Records Technician II, which we are recommending for reclassification to Medical Records Supervisor II. These positions are responsible for claims-billing reconciliation and follow-up action for a variety of reports related to Medi-Cal and Medi-Care, and require specialized knowledge in this area.

The assigned duties are consistent with the classification standards for Senior Typist-Clerk. By definition, this class performs skilled typing work and performs highly specialized clerical duties requiring a highly specialized knowledge of a particular function with responsibility for applying proper procedures and for carrying out the work with only general direction. Therefore, we recommend upward reclassification to Senior Typist-Clerk.

The first Medical Record Technician II located at Augustus F. Hawkins Mental Health Center, Information Systems Data Entry Unit reports to a budgeted Health Program Analyst III. This position is responsible for providing administrative and technical supervision to five (5) full-time staff responsible for processing claims for services, resolving pending or unreimbursed claims, and entering medical service/treatment codes on the daily service logs.

The primary function of this position is supervision, and is consistent with the classification standards for Medical Records Supervisor II, which is responsible for the supervision of employees engaged in clerical work involving the admission, discharge,

MENTAL HEALTH (cont'd)

and transfer of patients, and the securing of identifying data, medical diagnoses, and other information. Therefore, we recommend upward reclassification of this position to Medical Records Supervisor II.

The other Medical Records Technician II located at Augustus F. Hawkins Mental Health Center, Information Systems Data Entry Unit reports to a budgeted Medical Records Technician II, which we are recommending for reclassification to Medical Records Supervisor II. This Medical Records Technician II position is responsible for claims-billing reconciliation and other specialized clerical duties that are more consistent with the classification standards for Senior Typist-Clerk, which performs skilled typing work and other highly specialized clerical duties. Therefore, we recommend downward reclassification to Senior Typist-Clerk.

| Number of Positions | Present Classification and Salary | Classification Findings and Salary |
|--|--|--|
| Program Support/Medical Records | | |
| 1 | Medical Records Director II Item No. 1395A NM 89L Non-Represented | Health Information Management Assistant Director Item No. 1412A NM 92L Non-Represented |

The Medical Records Director II reports to a budgeted Mental Health Clinical District Chief and administers the medical records program and related policies and procedures for the Department of Mental Health. The position sets the policies and procedures governing billing practices, handling, and tracking, as well the release of information contained in client medical records. In addition, the position is responsible for overseeing quality review audits of 300 medical provider agencies, and ensuring all Clinical Keepers of Records maintain uniform records that are in compliance with all applicable laws and regulations.

Based on our analysis of the medical records function, we are recommending upward reclassification of this position to the class of Health Information Management Assistant Director. While this class is typically allocated to the Department of Health Services, we will be modifying the classification specification to recognize the unique role of this important position in the Department of Mental Health.

MENTAL HEALTH (cont'd)

| Number of Positions | Present Classification and Salary | Classification Findings and Salary |
|--|--|---|
| Augustus F. Hawkins/Medical Records | | |
| 1 | Medical Records Supervisor II Item No. 1390A NM 74J Represented | Medical Records Supervisor I Item No. 1389A NM 72A Represented |
| 1 | Medical Record Technician II Item No. 1401A NM 70G Represented | Intermediate Typist-Clerk Item No. 2214A NMV 62K Represented |

The Medical Records Supervisor II reports to a budgeted Health Program Analyst III and manages the daily operations of the Medical Records Section at Augustus F. Hawkins Mental Health Center. The section is responsible for storing, tracking, and retrieving medical charts, and ensuring that documents are complete and filed in a timely manner. In addition, the section is responsible for processing requests for release of information by insurance companies, the Workers' Compensation Trust Fund, and other medical providers.

Based on our analysis, we are recommending downward reclassification of this position due to the limited number of staff and relative complexity of the work performed compared to the level of work performed in other medical records sections throughout the County. Positions allocated to the higher-level Medical Records Supervisor II typically supervise a staff of more than five (5), including at least one Medical Record Technician II. The subject position supervises one full-time staff person and four part time staff. Therefore, we are recommending downward reclassification to the class of Medical Records Supervisor I, which typically supervises three (3) or more full-time staff performing clerical work involving the admission, discharge and transfer of patients, and the securing of identifying data, medical diagnoses, and other related information.

The Medical Record Technician II located at Augustus F. Hawkins, Medical Records Section reports to a Medical Records Supervisor II, which we are recommending for downward reclassification to Medical Records Supervisor I. This position is responsible for processing requests for release of information by insurance companies, the Workers' Compensation Trust Fund, and other medical providers. The position follows established clerical procedures to ensure that medical records are handled in a secure and confidential manner. Certification as a medical coder is not required.

MENTAL HEALTH (cont'd)

The assigned duties of this position are consistent with the classification standards for Intermediate Typist-Clerk, which typically performs specialized clerical duties requiring a working knowledge of specialized subject matter and the specialized clerical functions involved and the use of initiative and judgment with procedural and policy limits. Therefore, we recommend downward reclassification of this position to Intermediate Typist-Clerk.

| Number of Positions | Present Classification and Salary | Classification Findings and Salary |
|--|--|--|
| Chief Deputy/Compliance Program | | |
| 1 | Medical Records Technician II Item No. 1401A NM 70G Represented | Health Care Financial Analyst Item No. 0672A NM 87E Non-Represented |

The Medical Records Technician II located within the Chief Deputy/Compliance Program reports to a budgeted Senior Mental Health Counselor, R.N., and is responsible for auditing reports received through the department's fraud hotline, particularly those involving billing practices. The position requires expert knowledge of various billing codes.

The assigned duties of this position are consistent with the classification standards for Health Care Financial Analyst, which analyzes utilization of billing rates for appropriate application and informs management of problems, and recommends corrective action. This class will confer the requisite skills and knowledge in areas of claims processing, relevant regulations, and coding nomenclature. Therefore, we recommend upward reclassification of this position to Health Care Financial Analyst.

PUBLIC HEALTH – CHILDREN’S MEDICAL SERVICES

| Number of Positions | Present Classification and Salary | Classification Findings and Salary |
|----------------------------|---|--|
| 2 | Assistant Program Specialist, PHN Item No. 5233N N21 RN07 Represented | Public Health Nursing Supervisor Item No. 5236N N21 RN08 Represented |

The subject Assistant Program Specialist, PHN positions report to a Program Specialist, PHN in Children’s Medical Services, Child Health and Disability Prevention Program. The primary responsibility of these positions is to supervise Public Health Nurses responsible for promoting access to quality medical care and support services for low-income children. One of the two positions is assigned to the Southwest Region, and the other is assigned to the North and East Regions.

The assigned duties of the subject positions are consistent with the classification standards for Public Health Nursing Supervisor. By definition, Public Health Nursing Supervisors are characterized chiefly by their assignment as first level supervisors of a group of public health nursing personnel who provide generalized health services in a community health district. Therefore, we recommend upward reclassification to Public Health Nursing Supervisor.

PUBLIC HEALTH – PUBLIC HEALTH SERVICES

| Number of Positions | Present Classification and Salary | Classification Findings and Salary |
|----------------------------|---|---|
| 2 | Community Worker Item No. 8103N NR 61L Represented | Clinic Licensed Vocational Nurse I Item No. 5090N NM 68K Represented |

The subject Community Worker positions report to a Public Health Nursing Supervisor in Community Health Services, Refugee Health Assessment Program. The positions assist higher-level nurses by performing portions of the health assessments including obtaining patient health histories, taking vital signs, conducting skin, audiometric, and vision tests, and administering immunizations.

The assigned duties of the subject positions are consistent with the classification standards for Clinic Licensed Vocational Nurse I. By definition, Clinic Licensed Vocational Nurse I positions are responsible for providing assistance to physicians conducting diagnostic physical examinations and performing medical treatments by readying patients and examining rooms, making vital sign observations, administering ordered medications and treatments, and reinforcing the physicians' instructions to patients. Therefore, we recommend upward reclassification to Clinic Licensed Vocational Nurse I.

PUBLIC WORKS

| Number of Positions | Present Classification and Salary | Classification Findings and Salary |
|----------------------------|--|---|
| 3 | Electronics Communications Technician Item No. 6541A F \$6,094.04 Represented | Digital Systems Technician Item No. 6527A F \$6,094.04 Represented |

This is a follow-up action to the recent study and updating of various electronic technician class specifications. The subject Electronics Communications Technician positions are responsible for installing, relocating, and repairing telephones; connecting data ports, cabling data patch bays, and troubleshooting network connections; and, configuring moves, adds, and changes for telephones, voice mailboxes, voice mail attendants, and call trees.

The assigned duties of these positions are more consistent with the classification standards for the Digital Systems Technician. By definition, this class requires the exercise of knowledge of the protocols, procedures, techniques, and equipment used to install, configure, test, maintain, and repair telephone and Internet based digital communications systems, private branch exchange (PBX) and key switching systems, and related equipment; or, network telecommunications circuits, and data communications equipment such as modems, channel banks, multiplexers, and digital repeaters. Therefore, we recommend lateral reclassification to Digital Systems Technician.

REGISTRAR-RECORDER/COUNTY CLERK

| Number of Positions | Present Classification and Salary | Classification Findings and Salary |
|----------------------------|---|---|
| 12 | Intermediate Clerk Item No. 1138A NMV 61L Represented | Warehouse Worker Aid Item No. 2329A NM 65G Represented |
| 2 | Intermediate Typist-Clerk Item No. 2214A NMV 62K Represented | Warehouse Worker Aid Item No. 2329A NM 65G Represented |
| 1 | Supervising Clerk Item No. 1174A NMV 66E Represented | Warehouse Worker Aid Item No. 2329A NM 65G Represented |

The subject Intermediate Clerk, Intermediate Typist-Clerk, and Supervising Clerk positions report to Election/Recorder Services Supervisors within the Election Operations and Pollworker Services Division of the Election Operations Bureau. According to the department, all positions perform Warehouse Worker Aid duties such as operating forklifts, pallet jacks, shrink-wrap machines, and scales; inspecting, assembling, repairing and providing quality control of election equipment and supplies; loading and unloading trucks; and, receiving upcoming supply orders and distributing requests for election supplies and equipment.

The duties and responsibilities of the subject positions are more consistent with the classification standards for Warehouse Worker Aid. By definition, Warehouse Worker Aid positions typically perform the manual tasks normally associated with a supply operation, such as loading and unloading trucks utilizing equipment such as forklifts, filling requisitions, and issuing supplies. Therefore, we recommend reclassification of all positions to Warehouse Worker Aid. This represents an upward reclassification of 12 Intermediate Clerk positions and two (2) Intermediate Typist-Clerk positions, and a downward reclassification of the Supervising Clerk position.

SHERIFF – GENERAL SUPPORT SERVICES

| Number of Positions | Present Classification and Salary | Classification Findings and Salary |
|----------------------------|---|---|
| 16 | Digital Systems Technician Item No. 6527A F \$6,094.04 Represented | Audio, Video, and Security Systems Technician Item No. 6547A F \$6,094.04 Non-Represented |
| 3 | Electronics Communications Technician Item No. 6541A F \$6,094.04 Represented | Audio, Video, and Security Systems Technician Item No. 6547A F \$6,094.04 Non-Represented |
| 1 | Supervising Digital Systems Technician Item No. 6529A F \$7,008.16 Represented | Audio, Video, and Security Systems Technician Supervisor Item No. 6550A F \$7,008.16 Non-Represented |

This is a follow-up action to the recent study and updating of various electronic technician class specifications. The subject Digital Systems Technician and Electronics Communications Technician positions install, configure, test, maintain, and repair audio, video and security systems, and related equipment. The subject Supervising Digital Systems Technician supervises this work.

The assigned technician duties are consistent with the classification standards for Audio, Video, and Security Systems Technician. By definition, this class requires the exercise knowledge of the protocols, procedures, techniques and equipment used to install, configure, test, maintain and repair audio, video and security systems, and related equipment used for public address, audio and video intercommunications, closed-circuit television (CCTV), access control, intrusion detection, building life and safety monitoring, and audio and video teleconferencing. Therefore, we recommend reclassification of the Digital Systems Technicians and Electronics Communications Technicians to Audio, Video, and Security Systems Technician, and reclassification of the Supervising Digital Systems Technician to Audio, Video, and Security Systems Technician Supervisor. This represents a lateral reclassification for all positions.